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55 OCT 1974

MEMORANDUM FOR: Members, Board of Overseers

SUBJECT : Background Information on Training Activities

1. As a means of informing you of a number of key activities and trends in the Office of Training, I am taking the liberty of providing you with certain documents which may be of interest to you.

2. For your convenience, I have extracted significant items from or summarized the attached documents.

a. OTR Annual Report. This report summarizes major activities and programs in the Office of Training during Fiscal Year 1974 as keyed to OTR's MBO objectives. Significant data include a total of 71,069 student days accumulated by 7,793 students in 542 course runnings.

b. OTR Objectives. The attached list of objectives concern the following subjects: MBO training, study of the intelligence process, review of OTR curriculum, establishment of a media center in Headquarters, analysis of language shortages in the Agency, the establishment of a training information data base, cost effectiveness of a training information data base, cost data on all OTR courses, evaluation of OTR's professional competence, and redesigning the Agency Training Record.

c. Senior Seminar. The Senior Seminar is experiencing some difficulty in enrolling senior personnel, particularly those from the DDO. Unless the enrollment problems can be resolved in the near future, the course may be either curtailed or eliminated.

d. Leadership Module for the Advanced Management Program. OTR has arranged with the Center for Creative Leadership for an experimental module in the AMP, which will attempt to give participants better insights into their leadership qualities and prepare

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them to exercise more effective leadership when they return to their jobs. Four CIA personnel will be trained to give the course after the initial running.

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f. COINS Training Program. In response to an NSA request OTR has been asked to develop a community-wide COINS Training Program. CIA would be the executive agency and host for the program. The program includes orientation, basic refresher, and special needs courses. It proposes training 350 persons in about 18 course offerings per year. Five additional staff personnel would be needed, along with changes in space configuration and about \$125,000 for new equipment.

g. Media Center. OTR requested and received space in the GJ corridor of Headquarters to consolidate a number of its activities in the Headquarters area, namely the OTR Self-Study Program (video and audio), the OJCS Self-Study Program (video), the Headquarters language laboratory, and the University of Maryland Instructional Television Program. Space has been offered and Log/LSD has developed detailed architectural plans.

h. University of Maryland Instructional Television Program. In January of 1974, OTR was urged by the University of Maryland to join its instructional television program, which we hoped to begin in September 1974. The program includes an offering of about 100 courses in science, engineering, business, and management to be transmitted via a four-channel TV system which also permits the remote student to ask questions of the instructor by way of an FM transmitter. The system will probably not be activated by the University of Maryland until September 1975.

i. Total Immersion Language Training. The Language Learning Center has conducted three, four-week total immersion programs (in Russian, Spanish, and French) designed to raise two-level speakers to the three-level and to give the students the opportunity to

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use the language in operational situations. OTR plans to offer three more such programs in the present fiscal year.

j. Interpersonal Relations Training for Operations Officers. OTR is working with a [redacted]

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firm, [redacted] to produce a training package designed to systematically evaluate and carry out interpersonal relationships which may help operational personnel in the assessment, recruitment, and handling of agent personnel. Four instructors are trained, and we will train an experimental group from SB Division in October.

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k. Analyst Training Programs. [redacted]

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[redacted] developed a plan for a series of basic and advanced courses for analyst personnel. This paper has been sent to the appropriate Directorates for comment. The paper is now being revised and when completed a copy will be sent to you.

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3. I am at your disposal to discuss any of the above programs in further detail at your convenience.

[redacted]

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Alfonso Rodriguez
Director of Training

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Approved For Release 2003/04/29 : CIA-RDP93-00791R000200080001-1

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